

Tara McJunkin
3-Year Strategic Plan 2013-2016
Arvada High School LMC

Year One: 2013-14

SMART Goal	Action Plan	Timeline	Assessment
Reading Goal- Work in conjunction with BLRT (Bulldog Literacy Resource Team) in closing the gender gap. The library will help to reduce the vast percentage between boys and girls at AHS on TCAP scores by 5%.	<ol style="list-style-type: none"> 1. Order gender gap resources 2. Get more resources from DLEA on gender gap 3. Find a good resource to do a book study with BLRT 4. Use this resource to support strategies tried in BLRT classrooms and LMC 5. Help to share these strategies in other depts by attending departmental meetings 	<ol style="list-style-type: none"> 1. Begin ordering and finding process in Spring of 2013. 2. Book study summer of 2013 (with focus on 2 chapters) 3. Meet with BLRT once a month to share different strategies (Aug-May) 4. Bring one strategy back to dept each month (Aug-May) 	TCAP scores-difference between boys and girls will be less than the 2012-13 school year by 5% or larger.
UIP Goal- Work in conjunction with Department Leaders to find strategies that work for our kids using the common core. Raise TCAP scores 5% overall based on the schoolwide goal.	<ol style="list-style-type: none"> 1. Order common core resource: <i>Core Six</i> for department leaders 2. Read book over summer 3. Set up Schoology page for DL's to reference and discuss book 4. Use strategies from book in classroom and DL meetings and discuss 5. Share findings and strategies with department 	<ol style="list-style-type: none"> 1. Order <i>Core Six</i> books for all DL's Spring 2013 2. Read book summer of 2013 3. Schoology discussion on book summer of 2013 4. Bring strategies to DL's meetings 5. Share strategies with departments 	TCAP scores will improve overall by 5% based on teacher buy in and whole school common core instruction.
Staff Development: Technology Usage Goal- To Train teachers in other technology based on methods they are using for teaching. Specific technology lessons will be	<ol style="list-style-type: none"> 1. Create survey to determine type of teaching methods used most often in classrooms 2. Develop differentiated opportunities for 	<ol style="list-style-type: none"> 1. Survey-Spring 2013 2. Planning meeting May 31, 2013 with all DL's 3. Contact ed center for August trainers in 	The goal will be met in August when teachers go through 4 different sessions on different tech of their choice based on their teaching

implemented throughout the year.	<p>teachers to sign up for tech training based on the type of teaching they do most often in their classroom.</p> <p>3. Get help from other teachers, ed center, in teaching these sessions in August</p> <p>4. Teach sessions in August</p> <p>5. Continue the training throughout the school year in department meetings.</p>	<p>May 2013</p> <p>4. Train teachers -August 2013</p> <p>5. Continue training throughout the school year as needed through DL input (Aug-May)</p>	style. The goal will continue to be met throughout the school year
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Proposed Budget:

Total Budget for 2013-14 School Year: \$8000

Proposed Spending:

Library books \$4000

Magazines \$ 200

Technology \$3000

Supplies \$ 500

Databases \$0 (We only use the Jeffco Public Library Free Databases)

Misc \$ 300

Year Two: 2014-15

SMART Goal	Action Plan	Timeline	Assessment
Advisement Goal: A new advisement class will be set up to meet on a weekly basis with all certified teachers in the building. The LMC will provide resources and curriculum necessary to make these advisement classes a success.	<p>1. Meet with teachers to discuss resources necessary to make this a success.</p> <p>2. Order materials</p> <p>3. Have my own group to understand needs as well and help provide materials based on my needs as well.</p>	<p>*Get groups in August</p> <p>*Evaluate materials needed by October (continue throughout year)</p> <p>*Peer evaluations for classes that are working for others that are not having success-ongoing throughout year</p>	*Evaluate new program at the end of the school year based on data from PARCC
Common Core / PARCC Goal: As we work toward Common Core and the new PARCC exam, we will be sharing lessons that	<p>1. Create a place in Schoology for teachers to go to share lessons</p> <p>2. Videotape exemplar lessons for teachers to view on schoology AHS</p>	<p>*AHS Schoology Group already created</p> <p>*Get teachers on board with Schoology group in August</p> <p>*Videotape exemplar</p>	PARCC scores

work toward the common core and making sure the computer labs are able to take the PARCC exam.	site 3. Peer modeling in classes and Thursday mornings for teachers.	lessons throughout the school year *Peer modeling throughout the school year	
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Proposed Budget:

Total Budget for 2014-15 School Year: \$8000

Proposed Spending:

Library books \$4000

Magazines \$ 200

Technology \$3000

Supplies \$ 500

Databases \$0 (We only use the Jeffco Public Library Free Databases)

Misc \$ 300

Year Three: 2015-16

SMART Goal	Action Plan	Timeline	Assessment
Technology Resource Acquisition Goal: The library will continue to acquire and train teachers in current technology devices/ online resources for school wide use over the next 3 years to ensure there is enough technology to support the PARCC exam.	1. Hold fundraisers, write grants, budget and raise money for new technology 2. Continually acquire technological resources and regularly incorporate new technology in to the LMC 3. Create a dependable online check out system for these resources 4. Hold PD around the use of these resources	1. Research best new devices/discuss with other TL's 2. Acquire resources throughout school year 3. Professional development-ongoing from 2013-14 school year and add to it as new resources are available	Teachers will attend technology trainings throughout the school year.
Acquire eBooks: Evaluate collection to determine books needed in certain areas based on CCAP and order eBooks to support the curriculum.	1. Weed books 2. Evaluate holes in books 3. Run report from Follett 4. Determine books needed to order 5. Find eBooks that support the curriculum	*Weed books-August *Evaluate holes -Aug *Run report from Follett in August *Determine books to order in August *Find eBooks to support curriculum-Sept *Promote eBooks with staff and students	Look at data supporting use of eBooks in Follett to ensure the books are being used on a daily basis, if not, reevaluate marketing of eBooks and try again.

		throughout the school year	
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Proposed Budget:

Total Budget for 2015-16 School Year: \$8000

Proposed Spending:

Library books \$4000

Magazines \$ 200

Technology \$3000

Supplies \$ 500

Databases \$0 (We only use the Jeffco Public Library Free Databases)

Misc \$ 300

Policy Manual:

Mission Statement: The mission of the Arvada High School Library Media Center is to engage, empower, and elevate students and staff members in their literacy, technology, and collaboration capabilities so that they can find enhanced success in their academic, professional, and personal endeavors.

Intellectual Freedom Policy: The Arvada High School Library Media Center is strongly committed to the American Library Association's (ALA) Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights:
(<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/intellectual.cfm>).

Privacy Statement: Student privacy will be strictly upheld in accordance with current district policies:

District Policies- Jefferson County School District R-1, J: Students, Student Records/Release of Information on Students, JRA/JRC

District Policies- Jefferson County School District R-1, E: Support Services, Computer Security, EHAA

District Policies- Jefferson County School District R-1, J: Students, Student Use of the Internet, JS

District Policies- Jefferson County School District R-1, G: Personnel, Staff Use of the Internet and Electronic Communications, GBEE

Acceptable Use Policy: Arvada High School has three in-library computer labs, three separate labs, and two SmartBoards. Staff may check out all using the school wide Google calendar. The following policies will be expected from all staff and students concerning library resources:

- Library computers not in use for instructional purposes at any given time are open for drop-in students
- Students will refrain from playing games, chatting and attempting to access blocked or inappropriate websites
- Students who fail to adhere to acceptable use rules will risk losing library computer privileges
- Students who purposely damage equipment may face disciplinary and/or legal action

Circulation Policy: Students must present current student identification in order to check out materials. Materials must be renewed or returned at two weeks or fines occur. Fine slips will be distributed at each hexter. Students with fines totaling \$2.00 or more may not check out more materials until fines are resolved.

Selection- Policy/ collection development policy: Acquisition of new materials, hard copies and/or virtual resources, shall be chosen after careful consideration of the following criteria. New materials shall:

- Enrich the district's curriculum standards and support teacher instruction
- Represent the diverse student population
- Complete the existing collection
- Be acquired after collaborative discussions with specific disciplines and administration when appropriate
- Represent lasting significance or importance to the existing field of knowledge
- Be determined after consideration of the most current school data to support academic goals
- Be based upon favorable reviews and the reputation of the author and/or publishing company

Facilities Management Policy: During the school day, the library will be overseen by the librarian and/or paraprofessional. Usage of the facilities after school hours must be requested through a building use form. A teacher and/or administrator must be present in the library when students make use of the space and its resources after contract hours. Students and staff alike will be respectful of the property in the library, clean the area used when done, and make sure the space is securely locked before leaving.